

International House of Japan Library Terms of Use

(General Provisions)

Article 1. These regulations set out essential matters concerning usage of the International House of Japan (hereinafter referred to as “IHJ”) Library (hereinafter referred to as “Library”).

(Purpose)

Article 2. The Library is a membership library for all individuals with IHJ membership, and will provide the following services.

- (1) Use of facilities and equipment
- (2) Reading materials in the Library and loan services
- (3) Photocopying of materials in the Library’s collection
- (4) Reference services
- (5) Interlibrary loan services
- (6) Issuance of a letter of introduction for the use of other libraries

(Users)

Article 3. Those who may use the Library (hereinafter referred to as “users”) are as follows. The use or tour of the Library facilities based on a letter of introduction from other libraries or IHJ members shall be prescribed separately.

- (1) Individual/term members and their spouses (partners)
- (2) Corporate member representatives and their spouses (partners)
- (3) Library members and program members
- (4) Guests of IHJ
- (5) IHJ staff

(Applying for Library or Program Membership)

Article 4. The qualifications of library members and program members are as prescribed in Article 2, Paragraphs 6 and 7, of [the IHJ Membership Bylaws](#).

2. Persons seeking to become a library member or program member should submit the prescribed application form to the Library and gain the approval of the IHJ Membership Committee.
3. Library members and program members should adhere to [the IHJ Membership Bylaws](#) and [Facilities Use Terms and Conditions](#).

(Membership Dues for Library Members and Program Members)

Article 5. Membership dues for library members and program members shall be the amount specified in Article 6, Paragraphs 5 and 6, of [the IHJ Membership Bylaws](#).

(Termination of Library and Program Membership)

Article 6. The membership of library and program members shall be terminated in case of the following. Membership dues paid will not be refunded.

- (1) When library or program members desire to terminate their membership; in such a case, members should inform the Library in writing or by email.
- (2) In case of the death of a library or program member. The date of death is deemed to be the date of termination.

(Library Holidays)

Article 7. The Library will be closed on the following days. However, the periodical section is open throughout the year.

- (1) Sundays
- (2) National holidays
- (3) New Year’s recess
- (4) Other days as deemed necessary by IHJ

(Operating Hours)

Article 8. The Library is open from 9 am to 6 pm. The periodical section is open from 9 am to 10 pm.

2. The operating hours set forth in the preceding paragraph may be changed when deemed necessary by IHJ.

(Browsing Space)

Article 9. In principle, materials should be used in designated areas in the Library.

(Library Usage)

Article 10. The use of the Library shall be in accordance with each of the following provisions.

- (1) The Library shall not be liable for the theft of personal belongings left in the Library.
- (2) Smoking, eating, and drinking in the Library is prohibited. However, drinks in a container with a fully closed lid are permitted.
- (3) Making calls in the Library with a mobile phone or other device is prohibited.
- (4) Permission from the Library staff must be obtained in advance to take photos or videos of Library facilities.
- (5) Permission from the Library staff must be obtained in advance to take photos or videos of Library materials.
- (6) Users should not occupy more than one seat when the Library is crowded.
- (7) Users should refrain from talking or performing any other act in the Library that may disturb other users.

(Borrowing Materials)

Article 11. Persons who are users of the Library, as defined in Article 3, may borrow materials.

2. The loan period is three (3) weeks, which can be extended up to two (2) times if there are no other reservations. The overdue fee is 10 yen per book per day.
3. When overdue materials are not returned, borrowing services may be suspended.
4. Users may not borrow the following materials. However, they may borrow the back issues of some periodicals.
 - (1) Rare books
 - (2) Publications labeled “I-House Publication” or “I-House Related” on the spine
 - (3) Reference books
 - (4) Audiovisual materials
 - (5) Periodicals
5. Borrowed materials may not be subloaned to a third party.
6. Rules regarding materials borrowed from other libraries shall be provided for separately.

(Photocopying)

Article 12. Library materials may be photocopied to the extent it is permitted by Japan’s Copyright Law.

2. Fees shall be borne by the user.
3. Only the Library staff may copy materials borrowed from other libraries.
4. Photocopy fees are as specified in the attached table.

(Digitized Materials)

Article 13. Rules regarding the use of the Digitized Contents Transmission Service for Libraries of the National Diet Library are provided for separately.

(Compensation for Damages, etc.)

Article 14. If Library materials are lost or significantly stained or damaged, the user is obliged to contact the Library promptly and reimburse the cost of purchasing a replacement.

(Restrictions)

Article 15. IHJ may restrict the use of the Library or terminate the user’s membership in case the user performs any of the following acts.

- (1) When the user does not comply with Articles 10 and 14
- (2) When borrowed materials are not returned more than one month after the due date
- (3) When Articles 9 and 10 of [the IHJ Membership Bylaws](#) are applicable

(Amendment)

Article 16. A resolution of the IHJ Board Meeting is required to amend these regulations.

These regulations are effective as of May 9, 2022.

Attachment 1. List of Library Photocopying Fees (As referenced in Article 12)

When copied by the user

Black and white	20 yen/sheet (40 yen/sheet for double-sided copies)
Color	80 yen/sheet (160 yen/sheet for double-sided copies)

When copied by the Library staff

Black and white	30 yen/sheet (60 yen/sheet for double-sided copies)
Color	100 yen/sheet (200 yen/sheet for double-sided copies)

When copying materials of other libraries (by the Library staff)

Black and white	30 yen/sheet (60 yen/sheet for double-sided copies)
Color	100 yen/sheet (200 yen/sheet for double-sided copies)

Printing from a PC and document scanning

Black and white	30 yen/sheet (60 yen/sheet for double-sided copies)
Color	100 yen/sheet (200 yen/sheet for double-sided copies)